

Dakchyata: TVET Practical Partnership

Consultancy title	<i>International TVET Technical Expert – Lead consultant on development of Occupation Demand Tool (ODT)</i>	
Activity area	<i>Dakchyata Result Area 3.4: Establish and Pilot a Skills Demand and Supply Information Tool in Each of the Three Key Economic Sectors</i>	
Report to	<i>Team Leader and Dep. Team Leader (TL/DTL)</i>	
Location	<i>Kathmandu, with associated project travel outside of Kathmandu</i>	
Inputs	<i>Max. No. of days:</i>	<i>30 days</i>
Dates	<i>December 2018 – February 2019</i>	

1. **Background to project**

The Dakchyata project is part of the TVET Practical Partnership programme, the flagship skills development programme of the European Union in Nepal. Dakchyata is being implemented by the British Council under the leadership of Ministry of Education, Science and Technology, Government of Nepal and technical support of the Council for Technical Education and Vocational Training (CTEVT). The programme started in 2017, with an implementation period of 48 months.

The specific objective of the programme is to strengthen and implement more effective policy in the Technical and Vocational Education and Training (TVET) sector, responsive to labour market needs. The programme is piloting an integrated Public Private Partnership approach in three key economic sectors i) agriculture ii) construction, and iii) tourism. The Dakchyata project delivers two components of the overarching TVET PP programme:

- Component 2: an innovative grant fund mechanism has been designed to pilot Public Private Partnership projects in the construction, tourism and agriculture sectors. The aim is to generate learning on enhancing the relevance, quality and sustainability of TVET provision in Nepal
- Component 3: technical assistance to the Government of Nepal and national TVET authority to strengthen governance, coordination and reform of the national TVET system, and raise the profile of TVET in Nepal

(Component 1 is being addressed as part of the inter-linked ‘Sakchamata’ programme, delivered by the Council for Technical Education and Vocational Training (CTEVT) in Nepal).

Activity Area 3.4 falls under Component 3 of the project, and deals with the establishment and piloting of a Skills Demand and Supply Information Tool in each of the three above-mentioned economic sectors. It is important to establish recognisable labour demand tools that work on national, provincial and local levels, addressing issues in the sector, sub-sectors, and occupations.

Background to assignment

Surveys of occupation demand mechanisms in different organisations show large discrepancies within their findings and forecasts at macro, meso and micro levels, in terms of output and methodology used. Indications are also there that in many cases, training is offered within areas of little demand and skills are developed within occupations, which employers do not consider relevant, leading to gaps between demand and supply of skills. Therefore, there is a requirement for a shared and common understanding of labour market data (e.g. occupation and skills needs, demands and other indicators and key concepts) and how they are applied. Accurate occupation demand assessment at national, sector and local level requires a basic understanding of acquiring the information needed and the methodology to be applied in order to determine occupation and skills demand for TVET implementation with some accuracy.

Establishing a state-of-the-art tool (methodology) to gauge demands for occupation demand which requires the input and involvement of private sector employers in a practical and straight-forward way is required. Individuals would benefit greatly from knowing what type of education and training to follow; enterprises would know the skills they need; and policy-makers could adapt education and training systems to new skills needs. Or put differently: a robust occupation demand tool at hand can link education, training and employment in ways that are presently not seen and done in Nepal. The availability of a practical and easily applicable skills demand tool can also encourage partnerships and cooperation to deliver TVET skills and qualifications relevant to the workplace and respected by employers.

2. **Description of assignment**

An TVET International Technical Expert is sought to lead on the development of an **Occupational Demand Tool (ODT)** to provide TVET stakeholders in Nepal with a practical way of predicting the need for skills and qualifications, with particular focus on the 3 focal sectors of the Project (agriculture, construction and tourism). The ODT must be of relevance and applicable in across all three levels of the TVET system i.e. macro, meso, and micro level.

A national expert is being recruited to work alongside the Lead consultant on this assignment, who will be contracted for up to a maximum of 50 days.

The International Expert will take the lead of the assignment and assume overall responsibility for successful delivery of all the deliverables under this assignment. While the International and the National Experts will work closely together and supplement their particular knowledge and skills for the overall successful outcome of the assignment, the international expert will be fielded in the following way:

Expert Category	Presence in Nepal: Starting period	Presence in Nepal: Further data collection	Presence in Nepal: Ending period	Total WD
International Expert	x		x	30

The whole assignment is to be delivered over a period of 10 weeks (yet to be finally agreed): the *National Expert will work throughout the 50-day period*, while the inputs of the *International Expert are expected to fall at the beginning and the end of the assignment*, i.e. for up to a total of **30 work days**.

The assignment is expected to have the following flow: after having established – together with a National Expert - what is already locally available in terms of skills demand tools for forecasting and recruitment purposes, the consultancy needs to engage with key stakeholders in establishing, what a practically applicable skills demand tool should contain, in order to be considered useful by both TVET training suppliers and business and industry,

particularly when applied in the agriculture, construction and tourism sectors. Once needs are established, a suitable methodology must be suggested, which must be tested in the field (practical approach), to establish applicability, usefulness and relevance for the end-users in the focal sector. Stakeholder validation must be ensured of the usefulness and practical applicability of the tool, before it is finalized and the tool can be handed over to the end-users in a ready-to-use form.

2.1 Objectives

Dakchyata is placing itself in the forefront of those activities, where efficiency and effectiveness in collaboration between public and private sector within TVET takes the centre stage. In terms of objective, designing and developing a practical ODT is an obvious entry point, since the successful development and later use of such requires proactive collaboration between public and private sector in order to work and for the training system to come up with occupational skills that the employers require. Further, the lack of practical expertise in this area – and that the availability and use of such a tool and its application is widely missing - is a barrier for further development of the PPP concept in Nepal, where a key objective for Dakchyata is to introduce mechanisms to achieve a better balance between skills supply and demand and to promote economic development through targeted skills investments by government, individuals, and enterprises. The ready availability of a practical ODT is expected to go a long way in creating this better balance between supply and demand for occupational skills, with pro-active involvement of employers as necessary and possible to ensure and underline the human resources needs and relevance of given skills or upskills provision provided through the TVET training systems.

2.2 Required services/activities

The required services are lined up in the following 8 steps, in which the prime responsibility of the two consultants is indicated in each step:

1. Within 5 WDs after the start of the assignment, draw up a short Inception Report, addressing the task at hand, the overall approach suggested, work plan with division of work (who-does-what, i.e. division of work between the International and the National Expert), expected outputs and timeframes and have this Report approved by the TL/DTL. An overall research strategy should be part of the Inception Report.
2. Develop Survey instruments to be established and designed in detail. Data needs and means of capturing them (interviews, questionnaires, workshops etc.) to be finalised, establishing the research framework.
3. Prepare Lists of all stakeholders to be contacted to be worked out and all reporting formats to be agreed on.
4. On the background of the above report, the International Consultant validates and tests the report results and suggests solutions to barriers through planning and conducting of workshops and consultations with stakeholders. Thereupon, the International Consultant develops draft ODT tools needed and consults stakeholders on their appropriateness.
5. On the basis of the above reporting, the International Consultant finalises the tools, preparing them for practical use/testing.
6. Lead the training for appropriate representatives in their use. In this process it is decided, if there will be the need for a separate tool for each of the 3 focal sectors, or if one tool can be applied to other sectors as well, also keeping in mind that the tools need to be applicable on macro, meso and micro levels
7. Draft Manual(s) as appropriate and draft final report with clear recommendations, addressing all important issues under this ODT-assignment.
8. Present it to potential users and incorporate inputs to the manual final and submit to the project

2.3 Required outputs

As per the above matrix, the International Expert will assume overall responsibility for the successful outcome of the assignment in full and will be responsibility in particular for the following outputs:

- The drafting and delivery of a short Inception Report, which will contain understanding of the assignment, research methodology to be used and the work plan for the International and the National Expert
- Defining needs for data and the instruments needed to capture such, including an overview analysis (strengths and weaknesses) of existing ODT methodologies (macro, meso and micro), gauging their efficiency and effectiveness. Describe, on the basis of needs and gaps, the design/methodology to be applied to anticipate occupational skills demand, to be done in close consultation with public and private sector stakeholders that already do or will need to do skills demand assessment and forecasting. Develop field testing instruments (questionnaires, workshop outline, data collection sheets etc.)
- On the basis of results and findings of data gathering in the field, design/develop of practically appropriate occupational demand tool, applicable in agriculture, construction and in the tourist sectors respectively, in a way that is considered useful by stakeholders and in a form that is ready for hand-over to end-users as needed and validate the usefulness through planning and conducting of validation workshops
- On the basis of the outcome of the field testing, finalises the ODT as per Task No. 6
- Plan and conduct training workshops for the practical use of the ODT as appropriate and capture points of view on suitability and appropriateness Draft Manual(s) as appropriate, either one for each of the 3 focal sectors (Agriculture, Construction and Tourism) or only one, if applicable in all sectors. In the Final report, reflect on the relevance of the Manual(s) on macro, meso and micro levels
- Submit final report to project

3. Location and duration

Kathmandu, with possible field visits outside of Kathmandu

3.1 Input period

The input period for this assignment will be from December 2018 to February 2019

3.2 Location(s) of assignment

The consultant will work in the project office in Kathmandu and outsidess of project office with associated country travel as per assignment requirements. (However, it is expected that in particular the National Expert will undertake tasks that will require field visits, to collect information and data from the field as necessary and agreed).

4. Administrative information

4.1 Equipment

The consultant will be required to work from office space of Dakchyata while in Kathmandu. Frequent field visits will be required to support the development and implementation of grant projects. The consultant will be expected to provide his/her own office equipment i.e. laptops, mobile phone etc.

4.2 Invoicing

Payment will be made in arrears on acceptance of deliverables and receipt of corresponding invoice and timesheets. An indicative payment schedule for the Expert will be agreed and form part of his/her contract.

4.3 Fee rate and expenses

The daily fee rate for each of the consultant will be considered an all-inclusive fee, including all applicable taxes such as VAT, and cover all preparation, report writing and all other work required for completion of the services.

4.4 Working days

For the purposes of this assignment “Working Hours” and “Working Days” shall mean an 8 hour day, 9 a.m. to 5:30 p.m. local time Monday to Friday. Work on weekend days may be required from time to time, and must be agreed in advance.

5. Qualifications and experience required

Mandatory criteria	Weighting
Academic qualifications of Masters and above in sector-related discipline	Y/N
Fluency in written and spoken English	Y/N
International experience of at least 10 years in development of training needs analysis tools/demand analysis tools, employers survey, TVET curricula, TVET-related programmes or conducting TVET-related studies	40%
Knowledge and experience of conducting research on education and training sectors, particularly in the area of TVET.	20%
Experience in labour market research and skills development is a requirement.	20%
Experience in engaging with representatives from government, private sector employers, technical training providers, donors, NGOs and other stakeholders.	20%

Scoring Model – Your submission will be subject to an initial review to assess if it meets the mandatory requirements described above. Any submission which does not meet these requirements will be rejected in full at this point and will not be assessed or scored further. Please note that at any time during the evaluation process the panel can ask for additional evidence or information. Submissions not so rejected will be scored by an evaluation panel appointed by the British Council for all criteria using the following scoring model:

Points	Interpretation
10	Excellent – Overall the submission demonstrates that the consultant meets all areas of the requirement and provides all of the areas evidence requested in the level of detail requested. This, therefore, meets all aspects of the requirement leaving no ambiguity as to whether the consultant can meet the requirement.

7	Good – Overall the submission demonstrates that the consultant meets all areas of the requirement and provides all evidence requested, but contains some trivial omissions in relation to the level of detail requested in terms of either the submission or the evidence. This, therefore, is a good response that meets all aspects of the requirement with only a trivial level ambiguity due the consultant’s failure to provide all information at the level of detail requested.
5	Adequate – Overall the submission demonstrates that the consultant meets all areas of the requirement, but not all of the areas of evidence requested have been provided. This, therefore, is an adequate response, but with some limited ambiguity as to whether the consultant can meet the requirement due to the failure to provide the evidence requested.
3	Poor – The response does not demonstrate that the consultant meets the requirement in one or more areas. This, therefore, is a poor response with significant ambiguity as to whether the consultant can meet the requirement due to the failure by the consultant to show that it meets one or more areas of the requirement.
0	Unacceptable – The response is non-compliant with the requirements of the ToRs and/or information about required areas has not been provided.

Following scoring the submissions, selected consultants will:

- i) be invited to attend an interview (face to face or Skype) to further clarify their submissions, experience and skills.

Following the interviews, evaluation scores will be adjusted based on the performance of each consultant at interview.

Final scores in terms of a percentage of the overall submission score will be obtained by applying the relevant weighting factors set out as part of the award criteria table above. The percentage scores for each award criteria will be amalgamated to give a percentage score out of 100.

The winning submission shall be the response scoring the highest percentage score out of 100 when applying the above evaluation methodology, which is also supported by any required verification evidence obtained by the British Council during the evaluation process relating to any self-certification or other requirements.

6. How to apply

Interested candidates should send a CV in EU format (attached) to sudha.subba@britishcouncil.org.np with the title '**International TVET Technical Expert – Occupation Demand Tool (ODT)**' by midnight UK time on **Thursday 13 December 2018**.

Candidates must include in their covering email their availability to perform the services against the required time scale, and expected daily fee rate.

Please note, we can only respond to successful applicants.